

	MANAGEMENT SERVICES ADMINISTRATION EXECUTIVE ADMINISTRATOR Primoris Canada 28509 96 Avenue Acheson, AB T7X 6J7 Applications accepted at: https://www.prim.com/careers	HRM-01-003C4
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COMPANY PROFILE

Primoris Canada is an infrastructure contractor serving major firms in the oil, gas, power, petrochemical, and heavy oil industries and include services covering tailings and hydro-transport pipeline construction and maintenance, storage tank construction and maintenance, industrial facilities multi-discipline construction and maintenance, piping fabrication, and pipeline integrity services.

SUMMARY

The Executive Administrator will work closely with the Vice President, gaining exposure to various aspects of management while providing exceptional administrative support. This position offers a unique opportunity for career development and professional growth.

JOB DUTIES

Management Trainee Duties:

- Collaborate with department heads to understand organizational goals and objectives.
- Participate in departmental meetings and contribute to strategic discussions.
- Conduct research and analysis to support decision-making processes.
- Assist in the development and implementation of projects and initiatives.
- Shadow and learn from senior management to develop a comprehensive understanding of organizational functions.
- Other duties as requested by the Management.

Executive Administrative Duties:

- Act as the primary point of contact between the Vice President and internal/external stakeholders.
- Prepare and edit correspondence, reports, and presentations on behalf of the Vice President.
- Assist in the preparation of reports, documents, and presentations for executive-level meetings.
- Handle confidential information with discretion and professionalism.
- Organize and coordinate travel arrangements, itineraries, and logistics.
- Potential to manage the Vice President's calendar, schedule appointments, and coordinate meetings.
- Other duties as requested by the Management.

Communication and Coordination:

- Facilitate communication between the Vice President and other team members.
- Liaise with various departments to ensure seamless information flow.
- Provide updates on project status and key milestones.
- Other duties as requested by the Management.

Professional Development:

- Actively engage in training sessions and learning opportunities provided by the organization.
- Seek feedback and proactively address areas for improvement.

We thank all applicants for their interest, however only those candidates chosen for further review will be contacted. All applications will be kept confidential and will be retained for future consideration.

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QUALIFICATIONS/SKILLS

- Bachelor's degree in Business Administration, Management, or a related field.
- Strong organizational and multitasking skills.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to handle confidential information with discretion.
- Proactive and able to work independently as well as in a team.
- Willingness to learn and adapt in a fast-paced environment.

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